

**NATIONAL
STANDARDS OF APPRENTICESHIP**

Developed by

**The Paul Hall Center for Maritime
Training and Education**

*for the
Occupations Outlined in Standards*

DEVELOPED IN COOPERATION WITH THE
OFFICE OF APPRENTICESHIP TRAINING, EMPLOYER AND LABOR SERVICES
U. S. DEPARTMENT OF LABOR

**REGISTERED AS INCORPORATING THE BASIC STANDARDS
RECOMMENDED BY THE UNITED STATES DEPARTMENT OF LABOR
OFFICE OF APPRENTICESHIP TRAINING, EMPLOYER AND LABOR SERVICES**

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PREAMBLE

Experience has demonstrated that the most practical and sound method of preparing workers for employment in skilled occupations is through planned apprenticeship--a training concept which provides for employment and training under actual job conditions supervised by skilled workers. In addition, the apprentice's knowledge and understanding of the occupation is enhanced through participation in approved courses of related and supplemental instruction.

The Paul Hall Center for Maritime Training and Education (PHC) recognizes this need for continuous training to maintain the high level of skill and competence demanded by this industry. Further, recognizing that the responsibility for training rests with those in industry, who are the benefactors of a skilled workforce, PHC has formulated and adopted these Apprenticeship Standards for the training of apprentices.

DEFINITIONS

APPRENTICE: Shall mean a person meeting the qualifications described in Section I of these Standards who has entered into a written Apprenticeship Agreement providing for learning and acquiring the skills of a recognized occupation under the provisions of these Standards and who is registered with the Registration Agency.

APPRENTICESHIP AGREEMENT: The written agreement shall mean the written document between the Apprentice and the PHC setting forth the responsibilities and obligations of both with respect to the Apprentice's employment and training under these Standards. Each Apprenticeship Agreement shall be registered with the United States Department of Labor.

APPRENTICE REVIEW BOARD: Comprised of a union representative, director of education, two staff members, chief boatswain and student council president. The review board can take action ranging from dismissal of charges to dropping the individual from training.

APPRENTICESHIP STANDARDS: Shall mean this entire document, including the attached "Trade Schedule(s)" and other attachments hereto, and any future modifications or additions approved by the Registration Agency.

COMPLETION CERTIFICATE: The Certificate of Completion issued by the Registration Agency to those registered apprentices certified and documented as successfully completing the apprentice training requirements outlined in the Standards of Apprenticeship.

DICTIONARY OF OCCUPATIONAL TITLES (D.O.T.): Provides basic occupational information including job definitions, detailed tasks to be performed, and a number indicating a range of time required to prepare for average performance in the occupation. The last update to the DOT was completed in 1991. Much of the data in the DOT was collected much earlier than that, during the 1970's, which does not accommodate the needs of today's labor market. An Advisory Panel on the Dictionary of Occupational Titles was convened in 1990 and published a report in 1993 that laid the basis for the development of the Occupational Information Network, or O*NET.

EMPLOYER: Contracted company signatory to Paul Hall Center for Maritime Training and Education.

O*NET/SOC CODE: The Occupational Information Network (O*NET) codes and titles are based on the new Standard Occupational Classification (SOC) system mandated by the Federal Office of Management and Budget for use in collecting statistical information on occupations. The O*NET classification, which replaces the DOT, uses an 8-digit O*NET-SOC code. Use of the SOC classification as the basis for the O*NET codes ensures that O*NET information can be readily linked to labor market information such as occupational employment and wage data at the national, state, and local levels.

PROGRAM SPONSOR: The Paul Hall Center for Maritime Training and Education (PHC)

QUALIFIED SKILLED WORKER: A skilled worker who is recognized by the employer/sponsor as one who is qualified by experience and or training to undertake the tasks necessary for employment by the sponsor in the occupations covered by this training program.

RAIS: The federal Apprenticeship Information Management System, which provides for the automated collection, retention, updating, retrieval and summarization of information related to apprentices and apprenticeship programs.

REGISTRATION AGENCY: Shall mean the Office of Apprenticeship Training, Employer and Labor Services, U.S. Department of Labor.

SUPERVISOR OF APPRENTICES: The person or persons designated by the PHC to ensure the terms of Apprenticeship Agreements are carried out and required records maintained.

I. PROGRAM ADMINISTRATION

The Paul Hall Center for Maritime Training and Education (PHC) in whose name these Standards of Apprenticeship are registered shall be responsible for the administration and supervision of the standards, and may establish any additional rules as may be necessary to fulfill its responsibility for the administration of the training program. The PHC shall be responsible for:

- A. Establishing and registering Standards of Apprenticeship with the Registration Agency, and ensuring adherence to them.
- B. Establishing and maintaining rules and requirements governing the policies, administration, supervision, and training of apprentices. The rules and requirements shall be in conformity with the collective bargaining agreement and with these Apprenticeship Standards. A copy of such rules and requirements, and any changes to them, shall be provided to the Registration Agency and the apprentice.
- C. Determining the need for new apprentices, including when apprenticeship openings will be available and selecting apprentices in accordance with the Selection Procedures attached hereto and made a part of the Apprenticeship Standards.
- D. Initiating and signing all Apprenticeship Agreements for apprentices and forwarding them to the Registration Agency for approval and registration. In addition, the Paul Hall Center will notify the Registration Agency and other appropriate parties of the cancellation, suspension, extension, reinstatement, or completion of apprentices.
- E. Arranging for apprentices to get the required on-the-job training and related technical instruction that will provide them with the diversity of training delineated in the attached Trade Schedule and Related Instruction Outline.
- F. Monitoring and evaluating apprentices' progress, including the review of apprentices' records to insure apprentices are fulfilling their responsibilities under the program. The PHC or Apprentice Review Board will review, approve and document all apprentice actions including hours, content, and progress of training on the job and in related instruction; step progressions; disciplinary actions; poor evaluations; corrective action plans; successful completions; cancellations; and any other performance or attendance-related issues.

- G. Hearing and adjusting complaints regarding Apprenticeship Agreement violations.
- H. Certifying the apprentice has completed both the required on-the-job training and related technical instruction, and submitting such certification to the Registration Agency with request for issuance of the Certificate of Completion.
- I. The PHC shall at appropriate intervals review the composition of its trainees, Selection Procedures and goals/timetables. The PHC will when appropriate make such amendments as necessary in their Selection Procedures to attain its established goals/timetables.
- J. Maintaining all records relating to the recruitment, selection, employment and training of apprentices for a minimum of five years from the last date of action.

II. EQUAL EMPLOYMENT OPPORTUNITY PLEDGE - 29.5(b)(20)

The PHC will operate the apprenticeship program in accordance with Title 29, Code of Federal Regulations, Part 30.

III. QUALIFICATIONS FOR APPRENTICESHIP - 29.5(b)(10)

Qualifications: Applicants accepted and registered as apprentices shall meet the following minimum qualifications:

- A. **Age:** Shall be age 18; age 17 with parental consent.
- B. **Physical:** Shall be able to comply with the physical fitness standards of the Seafarers Health and Benefits Program, be free of drug and alcohol issues and be able to pass a drug screen.
- C. **Education:** A high school diploma or GED equivalency is recommended. If an applicant does not have a high school diploma or GED, the ability of that applicant to benefit from the program will be determined by scores earned on a standardized test.
- D. **Merchant Mariners Documents:** Be able to meet all U.S. Coast Guard established criteria for the issuance of a merchant mariner's document and be free of convictions by any court for violations of the law that would disqualify an applicant from obtaining merchant mariners documents from the U.S. Coast Guard.

IV. SELECTION OF APPRENTICES

Selection into the apprenticeship program will be in accordance with the selection procedures made a part of these standards. (Appendix D.)

V. APPRENTICESHIP AGREEMENT - 29.5(b)(11)

After an applicant for apprenticeship has been selected, but before employment as an apprentice or enrollment in related technical instruction, the apprentice shall be covered by a written Apprenticeship Agreement signed by the Apprentice Review Board and the apprentice. Such Agreement shall contain a statement making the terms and conditions of these Standards a part of the Agreement, as if expressly written therein. A copy of each Agreement shall be furnished to the apprentice, to the Apprentice Review Board, and to the Registration Agency.

The Registration Agency will be advised promptly of the execution of each Apprenticeship Agreement and will be given all the information required for registering the apprentice. (See sample Apprentice Agreement – Appendix B.)

VI. RATIO OF APPRENTICES TO SKILLED WORKERS - 29.5(b)(7)

The ratio of apprentices to skilled workers will be consistent with proper supervision, training, safety, and continuity of employment throughout and upon completion of the apprenticeship.

The ratio shall be as stated on the applicable "Trade Schedule" attached to and made a part of these Standards.

VII. TERM OF APPRENTICESHIP - 29.5(b)(2)

The term of apprenticeship shall be a period of reasonably continuous employment, including the probationary period, as stated on the applicable "Trade Schedule" attached to and made a part of these Standards; plus the required hours per year of related instruction.

VIII. PROBATIONARY PERIOD - 29.5(b)(8)(19)

The first 3 phases (approximately 7 months) of apprentice training after signing the Apprenticeship Agreement shall be a probationary period. During this probationary period, either party may terminate the Apprenticeship Agreement without stated cause. After the probationary period, the Agreement may be canceled for cause, with written notice to the Apprentice and after a reasonable opportunity for corrective action. Those completing the probationary period shall be given full credit for such period towards the completion of the apprenticeship. The Registration Agency shall be advised promptly of all cancellations and terminations of Apprenticeship Agreements, whether during or after the Probationary Period.

IX. HOURS OF WORK

Apprentices will be employed under the supervision of a competent skilled worker at all times.

X. APPRENTICE WAGE SCHEDULE - 29.5(b)(5)

During the seagoing portion of their apprenticeship program apprentices shall be paid a base training rate no less than the rate paid to cadets enrolled in the U.S Merchant Marine Academy.

XI. CREDIT FOR PREVIOUS EXPERIENCE - 29.5(b)(12)

The Apprentice Review Board may grant credit towards the term of apprenticeship to new apprentices who demonstrate previous acquisition of skills or knowledge equivalent

to that which would be received under these Standards of Apprenticeship. Apprentices will be granted credit for previously acquired experience, training or skills in an equal manner. Apprentices receiving credit for previous experience will be paid the wage rate of the period to which such credit advances them. The Registration Agency will be advised of any such credit granted by the sponsor.

XII. WORK EXPERIENCE - 29.5(b)(3)

Apprentices shall be given work experience and training in the trade to assure them the skill and proficiency which characterize a qualified skilled worker within the industry. Such on-the-job training shall be carried on under the direction and guidance of a qualified skilled worker in the trade. The applicable "Trade Schedule" is attached to and forming a part of these Standards.

XIII. RELATED INSTRUCTION - 29.5(b)(4)

All apprentices shall be required to attend classes in subjects related to the trade as part of their Apprenticeship Agreement. A minimum of one hundred forty-four (144) hours per year is recommended. These classes may be given during or outside the regular working hours, depending upon available facilities. All time spent in such classes after regular working hours shall not be considered as hours of work. If required to attend classes during the regular working hours, the apprentices shall be compensated at their regular hourly rate. If, for any reason, classroom instruction is not available, the related training may be conducted by means of correspondence or home study upon approval by the Registration Agency.

To the extent possible, related technical instruction shall be closely correlated with the on-the-job training.

Failure on the part of apprentices to fulfill their obligation as to the related training studies and/or attendance, or their failure to maintain passing grades therein, shall constitute adequate cause for cancellation of their Apprenticeship Agreement. The Apprentice Review Board shall monitor and document apprentices' progress in the related technical instruction.

XIV. SAFETY AND HEALTH TRAINING - 29.5(b)(9)

The Apprenticeship Review Board shall instruct the apprentice in safe and healthful work practices and shall ensure that the apprentice is training in land-based facilities that are in compliance with either the Occupational Safety and Health Standards promulgated by the Secretary of Labor under Public Law 91-596, dated December 29, 1970, and subsequent amendments to the Public Law, or State Standards that have been found to be at least as effective as the Federal Standards.

All signatory contractors under the auspices of the PHC shall instruct the apprentice in safe and healthful work practices and shall ensure that the apprentice is training in on-board facilities that are in compliance with the International Treaty established by the STCW 1995 Convention, as amended in 1995 and subsequent safety and health training requirements established independently by the United States Coast Guard or through its interpretation of said treaty.

Safety in the use of tools and equipment and in job conduct shall be stressed in related training and on-the-job training throughout the term of apprenticeship. Apprentices shall be provided with initial indoctrination and instruction in order to enable them to perform their work in a safe manner. Initial indoctrination shall include instruction relative to pertinent company safety requirements, reporting of accidents, and availability of first aid medical facilities.

XV. SUPERVISION OF APPRENTICES - 29.5(b)(14)

Each PHC signatory contractor provides individuals who shall supervise the apprentices (this may be the Department Chief or a qualified skilled worker). It shall be the supervisor's responsibility to assign the apprentices work, in accordance with the predetermined schedule of work processes and to ensure the apprentice is working under the supervision of a skilled worker.

XVI. RECORDS AND PERIODIC EXAMINATION - 29.5(b)(6)

Each apprentice shall be issued a Training Record Book (TRB). The TRB records information regarding the course work taken at the Paul Hall Center, at sea or at other training sites. The admissions office at the Paul Hall Center is the repository for maintaining and recording all information in a TRB.

Before each period of advancement, or at any other time when conditions may warrant, the Apprentice Review Board or an authorized representative may examine apprentices to determine whether they have made satisfactory progress. If an apprentice's related training or work progress is found unsatisfactory, he/she may be permitted to continue in a probationary status, or be required to repeat a process or series of processes in which he/she is deficient.

Should it be found that the apprentice does not have the ability or desire to continue the training to become a qualified skilled worker, the supervisor should recommend to the Apprentice Review Board that the agreement be terminated after the apprentice has been given adequate assistance and opportunity for corrective action. Such a finding shall be deemed adequate cause for the cancellation of the Apprenticeship Agreement. The Registration Agency shall be notified in writing of any such cancellation.

XVII. CONTINUITY OF EMPLOYMENT

PHC intends and expects to give apprentices continuous training during their apprenticeship period. PHC and its signatory contractors reserve the right, however, to suspend apprentices whenever conditions of business make it necessary. If an apprentice is suspended because of lack of work, an opportunity will be given for reinstatement before any other person is employed as an apprentice.

XVIII. MAINTENANCE OF RECORDS - 29.5(b)(22)

The admissions office at the PHC shall maintain complete records on all apprentices, covering all details of their apprenticeship, including OJT reports, attendance, and written progress in related technical instruction for a period of five (5) years from the date of last action.

The Manpower Coordinator or designee(s) will also maintain complete records of the selection process applied to each applicant for apprenticeship for at least five (5) years from the date of the application.

The PHC shall make records available upon request to the Registration Agency.

XIX. CERTIFICATE OF COMPLETION - 29.5(b)(15)

Upon satisfactory completion of the requirements of the apprenticeship as established herein, the PHC shall certify in writing the name of the completing apprentice to the Registration Agency and recommend that a Certificate of Completion of Apprenticeship be awarded to the completing apprentice.

XX. NOTICE TO REGISTRATION AGENCY - 29.5(b)(18)

The Registration Agency shall be notified promptly of all apprentices' registrations, credit granted, suspensions for any reason, reinstatements, extensions, cancellations, and completions.

XXI. CONSULTANTS

Representatives from the Registration Agency will be available, upon request by PHC, to provide advice and assistance in the successful operation of this Apprenticeship Program.

XXII. CANCELLATION/DEREGISTRATION -29.5(b)(17)

These Standards of Apprenticeship will, upon adoption by the PHC, be promptly registered with, and copies thereof filed with, the Registration Agency.

The PHC reserves the right to discontinue at any time the Apprenticeship Program as set forth herein, including any modifications or amendments thereto. The Registration Agency shall be notified promptly of any decision to cancel the Program.

Deregistration of the Apprenticeship Program may be effected by the Registration Agency for failure of the PHC to abide by the provisions herein. Such deregistration will be in accordance with the Registration Agency's regulations and procedures. Within fifteen (15) days of cancellation of the apprenticeship program, the Paul Hall Center will notify each apprentice of the cancellation and the effect of same. This notification will conform to the requirements of Title 29, CFR Part 29.7

XXIII. AMENDMENTS OR MODIFICATIONS - 29.5(b)(17)

These Standards of Apprenticeship may be amended at any time by the PHC, provided that no amendment or modification adopted shall alter any Apprenticeship Agreement in force at the time of such change without the consent of the apprentice involved, and provided further that such amendment shall be submitted to the Registration Agency for approval and registration prior to being placed into effect. A copy of each amendment adopted will also be furnished to each apprentice registered by the PHC.

XXIV. ADJUSTING DIFFERENCES/COMPLAINT PROCEDURE - 29.5(b)(21)

The PHC shall have full authority to supervise the enforcement of these Apprenticeship Standards. Its decision will be final and binding on the employer, the union, and the apprentice, unless otherwise noted below.

If an applicant or an apprentice believes an issue exists that adversely affects his/her participation in the apprenticeship program or violates the provisions of the Apprenticeship Agreement or Standards, relief may be sought through one or more of the following avenues, based on the nature of the issue:

Title 29 CFR 29.5(b)(21)

1. For issues regarding wages, hours, working conditions, and other issues covered by the collective bargaining agreement, apprentices may seek resolution through the applicable provisions of the Memorandum of Understanding in effect between the union and signatory employers.
2. Apprentice Review Board shall hear and consider all complaints, for which written notification is received within 15 (fifteen) days of violations, concerning the Apprenticeship Agreement and the registered Apprenticeship Standards. The Apprentice Review Board shall make such rulings as it deems necessary in each individual case, and within 30 (thirty) days of receiving the written notification. Either party to the Apprenticeship Agreement may consult with the Registration Agency for an interpretation of any provision of the Standards over which differences occur. The name and address of the appropriate authority to receive, process and make disposition of complaints is the Paul Hall Center for Maritime Training and Education, P.O. Box 75, Piney Point, Maryland 20674.

Title 29 CFR 30.11

1. Any apprentice or applicant for apprenticeship who believes he or she has been discriminated against on the basis of race, color, religion, national origin, or sex with regard to apprenticeship or that the equal opportunity standards with respect to his or her selection have not been followed in the operation of the apprenticeship program, may personally or through an authorized representative, file a complaint with the U. S. Department of Labor or, at the apprentice or applicant's election, with a private review body established by the PHC (if applicable).
2. The complaint shall be in writing and shall be signed by the complainant. It must include the name, address, and telephone number of the person allegedly discriminated against, the sponsor involved, and a brief description of the circumstances of the failure to apply the equal opportunity standards.
3. The complaint must be filed not later than 180 days from the date of the alleged discrimination or specified failure to follow the equal opportunity standards.
4. The PHC shall provide each applicant and apprentice with this complaint procedure and the names and addresses of the local, State and Federal contacts for receiving complaints.
5. No apprentice may institute litigation against the PHC without first exhausting the aforementioned review process.

XXV. OFFICIAL ADOPTION OF STANDARDS

THE NATIONAL APPRENTICESHIP STANDARDS FOR THE PAUL HALL CENTER FOR MARITIME TRAINING AND EDUCATION ARE HEREBY ADOPTED ON THE ____ DAY OF _____, 2003, BY AUTHORITY OF:

Augustin Tellez
Trustee

Louis Delma
Administrator

APPENDIX A
TRADE SCHEDULE FOR: Able Seaman (water transportation)
O*NET/SOC Code: 53-5011.01 RAIS CODE: 1043

This trade schedule supplement is attached to and a part of the Apprenticeship and Training Standards for the above identified occupation.

1. TERM OF APPRENTICESHIP (Section VII)

The minimum term of apprenticeship shall be 7 months with an OJT attainment of 5 months supplemented by the required hours of related technical instruction.

2. RATIO OF APPRENTICES TO SKILLED WORKERS (Section VI)

The ratio shall not be greater than one apprentice to each skilled worker in the shipboard Deck Department phase. No apprentices may be employed in the Deck Department where there are no skilled workers employed. Only that number of apprentices will be employed as can be given proper supervision, training, continuity of employment and provided a safe and healthful workplace.

3. APPRENTICE WAGE SCHEDULE (Section X)

During Phase I - the first twelve weeks of the apprenticeship term, apprentices will be trained in a quasi-military environment; food and lodging will be provided free of charge plus a weekly stipend of \$20.00. During Phase II, apprentices will receive a base rate not less than the rate paid to cadets enrolled in the U.S. Merchant Marine Academy plus applicable overtime while undergoing 12 weeks of shipboard training. Upon completion of shipboard training, apprentices will return to The Paul Hall Center for Maritime Training and Education for Phase III - specialized Deck Department training (7 weeks). During this period, apprentices will again receive a weekly stipend of \$30.00. After graduation from The Paul Hall Center for Maritime Training and Education, apprentices shall be paid Premium Rates, Overtime Rates and Penalty Rates in accordance with the pay rates listed in the collective bargaining agreement for the job designation corresponding to their skill level in the Deck Department (i.e., Able Seaman, Ordinary Seaman/Maintenance, or Ordinary Seaman)

4. SCHEDULE OF WORK EXPERIENCE (Section XII)

(See attached Work Process Schedule.)

5. SCHEDULE OF RELATED TECHNICAL INSTRUCTION (Section XIII)

(See attached Course Outline.)

WORK PROCESS SCHEDULE (Section XIII)

ABLE SEAMAN (water transportation)

O*NET CODE: 53-5011.01 RAIS CODE: 1043

ON-THE-JOB TRAINING

<u>WORK PROCESS</u>	<u>Hours</u>
1. Vessel Familiarization	16
Basic Seamanship (6)	
Personal Safety & Responsibility (3)	
Emergency/Disaster Preparedness (1)	
Vessel Familiarization Tour (6)	
2. Vessel Operations and Maintenance	29.5
Reporting Aboard, Vessel Safety and Sea Projects (6)	
Basic Marlinspike Seamanship (4.5)	
Basic Deck Operations and Maintenance (4)	
Bridge Operations and Watchstanding (4)	
Valve Maintenance (3)	
Paints and Coatings (5)	
Fueling Operations and Environmental Procedures (3)	
3. Galley Familiarization	9
Equipment Identification (1)	
Knife Basics (2)	
Breakfast Cookery (2)	
Salad Preparation (2)	
Breads/Review (2)	
4. First Aid & Cardio-Pulmonary Resuscitation (CPR)	11
Breathing Emergencies (2)	
Adult CPR (4)	
First Aid (3)	
Practical Evaluations (2)	
5. Apply Skills of Basic Fire Fighting	9
Breathing Apparatus Practical (1)	
Practical Exercises and Drills (8)	

6. Apply Skills of Water Survival	26
Propulsion Systems (10)	
Lifeboat Equipment (1)	
Types of Davits (9)	
Launching Procedures for Life rafts (2)	
Using the Life Raft (2)	
Survival Methods (1)	
Signaling (1)	
7. Physical Education	35
Strength Training (11)	
Calisthenics (17)	
Cardiovascular Endurance (6)	
Teamwork and Safety (1)	
8. Specially Trained Ordinary Seaman Course (Practicum)	38
9. Rating Forming Part of a Navigational Watch/Able Seaman Course at Paul Hall Center (Practicum)	96
Subtotal	269.5

On-board Work Process Schedule

1. Perform 12 months of Deck Watchstanding Time (See Attachment A for Performance Standards)	2044
2. Mops or washes down deck, using hose to remove oil, dirt, and debris	90
A. Preserves painted surfaces of ship	90
Chips and cleans rust spots from deck, superstructure, and sides of ship	
Paints chipped area	
B. Maintains lines, running gear, and cargo-handling gear in safe operating condition	100
C. Splices wire rope, using marlinespike, wirecutters, and twine	96
D. Overhauls lifeboats and lifeboat gear and lowers or raises lifeboats with winch or falls	96
Subtotal	2516
Grand Total	2785.5

SCHEDULE OF RELATED TECHNICAL INSTRUCTION (Section XI)

ABLE SEAMAN (water transportation)
O*NET CODE: 53-5011.01 RAIS CODE: 1043

RELATED TECHNICAL INSTRUCTION (302.5 hours)

Phase I (Twelve-Week Vocational Curriculum)

1. Shipboard Sanitation	20
2. Galley Familiarization	12
3. First Aid & Cardio-Pulmonary Resuscitation (CPR)	10
4. Basic Fire Fighting.....	21
5. Industrial Relations I.....	20
6. Water Survival.....	34
7. Vessel Familiarization	42
8. Vessel Operations and Maintenance.....	17.5
9. Physical Education	5
10. Social Responsibilities.....	27
Total Hours	208.5 hours

Phase III (Specialized Deck Department Training)

Specially Trained Ordinary Seaman	32
Anchoring (1.75)	
Mooring the Vessel with Mooring Lines (2)	
Knot Tying (1)	
Gyro and Magnetic Compasses (1)	
Wheel Watch Requirements (.5)	
Error Chain Analysis and Pilot Interactions (1.5)	
Helm Control (1)	
Rules of the Road (7)	
IALA Buoy Systems (8)	
Communications (2)	

Helm Watch Relief (1)	
Lookout Watch (2)	
Examination (2.5)	
Review and Critique (0.5)	
Total	32

Phase IV

Rating Forming Part of a Navigational Watch / Able Seaman Course.....	62
Introduction (.25)	
Ship Construction and Terminology (3.75)	
Bridge Equipment and Instrumentation (3)	
Magnetic and Gyro Compass (3)	
Bearings and Fixes (4)	
Rules of the Road - International and Inland (15)	
Helmsmanship and Lookout (4)	
Marlinespike Seamanship (3)	
Anchoring (2)	
Mooring (2)	
Aids to Navigation (4)	
Cargo Equipment and Cargo Handling (4)	
Navigation (2)	
Paints and Painting (2)	
First Aid (1.5)	
Fire Fighting (1.5)	
Water Survival (2)	
Course Review and Critique (3)	
Final Examination (4)	
Total	62

TRADE SCHEDULE

Chief Cook (water transportation)
O*NET CODE: 53-5011.01 RAIS CODE: 1043

This trade schedule supplement is attached to and a part of the Apprenticeship and Training Standards for the above identified occupation.

1. TERM OF APPRENTICESHIP (Section VII)

The minimum term of apprenticeship shall be 7 months with an OJT attainment of 12 months, supplemented by the required hours of related technical instruction.

2. RATIO OF APPRENTICES TO SKILLED WORKERS (Section VI)

The ratio shall not be greater than one apprentice to each skilled worker in the shipboard Steward Department phase. No apprentices may be employed in the Steward Department where there are no skilled workers employed. Only that number of apprentices will be employed as can be given proper supervision, training, continuity of employment and provided a safe and healthful workplace.

3. APPRENTICE WAGE SCHEDULE (Section X)

During the first twelve weeks of the apprenticeship term, apprentices will be trained in a quasi-military environment; food and lodging will be provided free of charge plus a weekly stipend of \$20.00. During the second wage period or twelve weeks, apprentices will receive a base rate no less than the rate paid to cadets enrolled in the U.S. Merchant Marine Academy plus applicable overtime while undergoing shipboard training. Upon completion of shipboard training, apprentices will return to The Paul Hall Center for Maritime Training and Education for specialized Steward Department training (7 weeks). During this period, apprentices will again receive a weekly stipend of \$30.00. After graduation from The Paul Hall Center for Maritime Training and Education, apprentices shall be paid Premium Rates, Overtime Rates and Penalty Rates in accordance with the pay rates listed in the collective bargaining agreement for the job designation corresponding to their skill level in the Steward Department (i.e., Chief Cook, Assistant Cook/Utility, or Steward Assistant)

4. SCHEDULE OF WORK EXPERIENCE (Section XII)

(See attached Work Process Schedule.)

5. SCHEDULE OF RELATED TECHNICAL INSTRUCTION (Section XIII)

(See attached Course Outline.)

WORK PROCESS SCHEDULE (Section XIII)

CHIEF COOK (water transportation)

O*NET CODE: 53-5011.01 RAIS CODE: 1043

ON-THE-JOB TRAINING

<u>WORK PROCESS</u>	<u>Hours</u>
1. Vessel Familiarization.....	16
Basic Seamanship (6)	
Personal Safety & Responsibility (3)	
Emergency/Disaster Preparedness (1)	
Vessel Familiarization Tour (6)	
2. Vessel Operations and Maintenance	29.5
Reporting Aboard, Vessel Safety and Sea Projects (6)	
Basic Marlinespike Seamanship (4.5)	
Basic Deck Operations and Maintenance (4)	
Bridge Operations and Watchstanding (4)	
Valve Maintenance (3)	
Paints and Coatings (5)	
Fueling Operations and Environmental Procedures (3)	
3. Galley Familiarization	9
Equipment Identification (1)	
Knife Basics (2)	
Breakfast Cookery (2)	
Salad Preparation (2)	
Breads/Review (2)	
4. First Aid & Cardio-Pulmonary Resuscitation (CPR)	11
Breathing Emergencies (2)	
Adult CPR (4)	
First Aid (3)	
Practical Evaluations (2)	
5. Apply Skills of Basic Fire Fighting.....	9
Breathing Apparatus Practical (1)	
Practical Exercises and Drills (8)	
6. Apply Skills of Water Survival	26
Propulsion Systems (10)	
Lifeboat Equipment (1)	
Types of Davits (9)	
Launching Procedures for Life Rafts (2)	
Using the Life Raft (2)	
Survival Methods (1)	
Signaling (1)	
7. Physical Education	35

Strength Training (11)
 Calisthenics (17)
 Cardiovascular Endurance (6)
 Teamwork and Safety (1)

8. Duties and functions of storeroom	330
Receiving, issuing, storage, and care of refrigerators, foods, And, other supplies and participation in relative record work	
9. Vegetable station.....	500
Preparation and cooking of vegetables	
10. Fried foods.....	500
Preparation and cooking of foods which are customarily fried	
11. Meat cutting and preparation of poultry, seafood, and fish	560
12. Cold meat station	555
General functions of the cold-meat department, sandwiches, breeding, garnishes, buffets, appetizers, decorating, and ornamental work	
13. Roast, cook, and broil	560
Roasting of meats, garnishing, and making meat gravy Broiling of all meats, fish, seafood, and fowl	
14. Pastry cook	860
15. Fundamental pastry work	
Basic bread and roll work	
Total.....	4000.5

SCHEDULE OF RELATED TECHNICAL INSTRUCTION (Section XIV)

CHIEF COOK (water transportation)

O*NET CODE: 53-5011.01 RAIS CODE: 1043

Phase I (Twelve-Week Vocational Curriculum)

1. Shipboard Sanitation	20
2. Galley Familiarization	12
3. First Aid & Cardio-Pulmonary Resuscitation (CPR)	10
4. Basic Fire Fighting.....	21
5. Industrial Relations I.....	20
6. Water Survival	34
7. Vessel Familiarization	42
8. Vessel Operations and Maintenance	17.5
9. Physical Education	5
10. Social Responsibilities.....	27
Total Hours	208.5 hours

Phase III (Specialized Steward Department Training)

1. Introduction	2
2. Measurements	1
3. Recipe Conversion	4
4. Ingredients and their functions.....	2
5. Basic Mixing Methods	4
6. Steps of Yeast Dough Production.....	3
7. Controlling Fermentation	3
8. Cakes	3
9. Pies	2
10. Practical Examination	6
11. Review/examination/course critique	2
Total Hours	32

TRADE SCHEDULE

Fireman, Oiler and Watertender(FOWT) (water transportation)

O*NET CODE: 53-5011.01 RAIS CODE: 1043

This trade schedule supplement is attached to and a part of the Apprenticeship and Training Standards for the above identified occupation.

1. TERM OF APPRENTICESHIP (Section VII)

The minimum term of apprenticeship shall be 7 months with an OJT attainment of 5 months, supplemented by the required hours of related technical instruction.

2. RATIO OF APPRENTICES TO SKILLED WORKERS (Section VI)

The ratio shall not be greater than one apprentice to each skilled worker in the shipboard Engine Department phase. No apprentices may be employed in the Engine Department where there are no skilled workers employed. Only that number of apprentices will be employed as can be given proper supervision, training, continuity of employment and provided a safe and healthful workplace.

3. APPRENTICE WAGE SCHEDULE (Section X)

During Phase I - the first twelve weeks of the apprenticeship term, apprentices will be trained in a quasi-military environment; food and lodging will be provided free of charge plus a weekly stipend of \$20.00. During Phase II, apprentices will receive a base rate not less than the rate paid to cadets enrolled in the U.S. Merchant Marine Academy plus applicable overtime while undergoing 12 weeks of shipboard training. Upon completion of shipboard training, apprentices will return to The Paul Hall Center for Maritime Training and Education for Phase III - specialized Engine Department training (7 weeks). During this period, apprentices will again receive a weekly stipend of \$30.00. After graduation from The Paul Hall Center for Maritime Training and Education, apprentices shall be paid Premium Rates, Overtime Rates and Penalty Rates in accordance with the pay rates listed in the collective bargaining agreement for the job designation corresponding to their skill level in the Engine Department.

4. SCHEDULE OF WORK EXPERIENCE (Section XII)

(See attached Work Process Schedule.)

5. SCHEDULE OF RELATED TECHNICAL INSTRUCTION (Section XIII)

(See attached Course Outline.)

SCHEDULE OF RELATED TECHNICAL INSTRUCTION (Section XV (492. hours)

FIREMAN, OILER AND WATERTENDER (FOWT) (water transportation)

O*NET CODE: 53-5011.01 RAIS CODE: 1043

Phase I (Twelve-Week Vocational Curriculum)

1. Shipboard Sanitation	20
2. Galley Familiarization	12
3. First Aid & Cardio-Pulmonary Resuscitation (CPR)	10
4. Basic Fire Fighting.....	21
5. Industrial Relations I.....	20
6. Water Survival.....	34
7. Vessel Familiarization	42
8. Vessel Operations and Maintenance.....	17.5
9. Physical Education	5
10. Social Responsibilities.....	27
Total Hours	208.5 hours

Phase III (Specialized Engine Department Training)

Engine Utility.....	140
11. Propulsion plant fundamentals motor.....	20
12. Propulsion plant fundamentals steam.....	20
Engine room tools and their uses.....	26
Propulsion plant auxiliaries.....	30
Engine room safety hearing conservation.....	4
Engine room safety heat stress.....	4
Engine room electrical safety.....	4
Lock Out Tagout.....	4

Machinery preservation.....	20
Engine room record keeping.....	8
Total Hours.....	140 hours

Phase IV

Rating Forming Part of the Engine Room

Watch Oiler.....	144
Boiler Components.....	20
Steam and water cycle and components.....	40
Diesel Engine Construction.....	10
Diesel Engine Components.....	10
Fuel Oil and Lube Oil Systems.....	10
Auxiliary systems.....	10
Remote Control Equipment.....	10
Watchstanding and simulators.....	20
Starting and securing propulsion plant.....	10
Practical demonstration and exams.....	4
Total Hours.....	144 Hours

WORK PROCESS SCHEDULE (Section XVI)

FIREMAN, OILER & WATERTENDER (FOWT) (water transportation)

O*NET CODE: 53-5011.01 RAIS CODE: 1043

ON-THE-JOB TRAINING

<u>WORK PROCESS</u>	<u>Hours</u>
1. Vessel Familiarization	16
Basic Seamanship (6)	
Personal Safety & Responsibility (3)	
Emergency/Disaster Preparedness (1)	
Vessel Familiarization Tour (6)	
2. Vessel Operations and Maintenance	29.5
Reporting Aboard, Vessel Safety and Sea Projects (6)	
Basic Lathe and Tool Familiarization (4.5)	
Basic Engine Operations and Maintenance (4)	
Engine room Operations and Watchstanding (4)	
Valve Maintenance (3)	
Paints and Coatings (5)	
Fueling Operations and Environmental Procedures (3)	
3. Galley Familiarization	9
Equipment Identification (1)	
Knife Basics (2)	
Breakfast Cookery (2)	
Salad Preparation (2)	
Breads/Review (2)	
4. First Aid & Cardio-Pulmonary Resuscitation (CPR)	11
Breathing Emergencies (2)	
Adult CPR (4)	
First Aid (3)	
Practical Evaluations (2)	
5. Apply Skills of Basic Fire Fighting	9
Breathing Apparatus Practical (1)	
Practical Exercises and Drills (8)	

6. Apply Skills of Water Survival.....	26
Propulsion Systems (10)	
Lifeboat Equipment (1)	
Types of Davits (9)	
Launching Procedures for Life rafts (2)	
Using the Life Raft (2)	
Survival Methods (1)	
Signaling (1)	
7. Physical Education	35
Strength Training (11)	
Calisthenics (17)	
Cardiovascular Endurance (6)	
Teamwork and Safety (1)	
8. Engine Utility (Practicum)	38
9. Rating Forming Part of an Engineering Watch/FOWT Course at Paul Hall Center (Practicum).....	96
Subtotal.....	269.5

On-board Work Process Schedule

1. Perform 6 months of Engine room Watchstanding Time (See Attachment A for Performance Standards).....	1022
2. Maintains machinery in a clean environment by wiping oil, dirt and debris.....	120
A. Lubricates machinery and preserves equipment	120
B. Stand auxiliary machinery lower level man or engine roving watch.....	180
Subtotal	1846
Grand Total	2115.5

APPENDIX B

APPRENTICESHIP AGREEMENT

(Attach Registration Agency Apprenticeship Agreement)

APPENDIX C

RECRUITMENT PROGRAM

Adopted by

PAUL HALL CENTER FOR MARITIME TRAINING AND EDUCATION

**AS REQUIRED UNDER TITLE 29, CODE OF FEDERAL REGULATIONS, PART 30
AMENDED MAY 12, 1978**

**DEVELOPED IN COOPERATION WITH THE
OFFICE OF APPRENTICESHIP TRAINING, EMPLOYER AND LABOR SERVICES
U. S. DEPARTMENT OF LABOR**

APPROVED BY: _____
ANTHONY SWOOPE, ADMINISTRATOR
OFFICE OF APPRENTICESHIP TRAINING,
EMPLOYER AND LABOR SERVICES

DATE APPROVED: _____

SECTION I - INTRODUCTION

The Paul Hall Center for Maritime Training and Education (PHC) enters this Plan with good faith for the purpose of promoting equality of opportunity into its registered apprenticeship program. The PHC seeks to increase the recruitment of qualified persons for possible selection into the apprenticeship program in the event any group is underutilized in the apprenticeship program. The PHC hereby adopts the following nondiscriminatory pledge.

This Document is a supplement to the Apprenticeship Standards. Any changes made by the PHC shall become part of this written Document, once approved by the Office of Apprenticeship Training, Employer and Labor Services, U. S. Department of Labor.

SECTION II - EQUAL OPPORTUNITY PLEDGE - 30.3(3)(b)

The PHC commits to the following Equal Opportunity Pledge:

“The recruitment, selection, employment, and training of apprentices during their apprenticeship, shall be without discrimination because of race, color, religion, national origin, or sex. The sponsor will take appropriate affirmative action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required under Title 29 of the Code of Federal Regulations, Part 30.”

SECTION III - OUTREACH AND POSITIVE RECRUITMENT - 30.4(c)(1-10)

The PHC’s plan includes the following “checked” outreach and positive recruitment efforts that would reasonably be expected to increase participation in apprenticeship by expanding opportunities to become eligible for apprenticeship selection. Once those efforts have been checked, the PHC shall set forth the specific steps they intend to take under each identified effort. The PHC will identify a significant number of activities in order to enable it to meet its obligation under Title 29, CFR Part 30.4(c).

A. An announcement of apprenticeship openings shall be disseminated quarterly to the following agencies/organizations:

- Registration Agency
- Women’s Organizations/Centers
- Local Schools
- Employment Service Centers
- One Stop Centers
- Vocational Education Schools
- Other Organizations/Centers
- Public Service Announcements (PSAs)

The announcement shall include the nature of the apprenticeship, requirements for admission to apprenticeship, availability of apprenticeship opportunities, sources of apprenticeship applications, and the organization’s equal opportunity policy. Applications will be accepted year round.

B. Participation in annual workshops conducted by employment service agencies for the purpose of familiarizing school, employment service and other appropriate personnel with the apprenticeship program and current opportunities.

C. Cooperation with local school boards and vocational educational systems to develop programs for preparing students to meet the standards and criteria required to qualify for entry into the apprenticeship program.

- D. Internal communication of the PHC's Equal Opportunity Policy should be conducted in such a manner to foster understanding, acceptance, and support among the sponsor's various officers, supervisors, employees, and members and to encourage such persons to take the necessary action to aid in meetings its obligation under Title 29, CFR Part 30.
- E. Engage in programs such as outreach for the positive recruitment and preparation of potential applicants for apprenticeships; where appropriate and feasible, such programs shall provide for pre-testing experience and training. In initiating and conducting these programs, PHC may be required to work with other sponsors and appropriate community organizations.
- F. Encouraging the establishment and utilization of programs of preapprenticeship, preparatory trade training, or others designed to afford related work experience or prepare applicants for apprenticeship, the PHC shall make appropriate provisions to assure that those who complete such programs are afforded full and equal opportunity for admission into the apprenticeship program.
- G. Granting advance standing or credit on the basis of previously acquired experience, training, skills, or aptitude for all applicants equally.
- I. Other appropriate action to ensure that the recruitment, selection, employment, and training of apprentices during their apprenticeship shall be without discrimination because of race, color, religion, national origin, or sex (e.g., general publication of apprenticeship opportunities and advantages in advertisements, industry reports, articles, etc.; use of present apprentices and workers as recruiters; career counseling; development of reasonable procedures to ensure employment opportunity, including reporting systems, on-site reviews, briefing sessions)

The PHC will make an annual review of its current procedures and their overall effectiveness and institute any revisions or modifications warranted. The review shall analyze (independently and collectively) the steps taken by the PHC for evaluating the positive impact, as well as the adverse impact in the areas of outreach and recruitment, selection, employment, and training. PHC will work diligently to identify any causes and effects that result's from these activities. The PHC will continually monitor these processes in order to identify the need for a new affirmative action effort and/or deletion of ineffective existing activities. All changes to the Program must be submitted to the Registration Agency for approval. The PHC will continually monitor the participation rates of diverse groups in the apprenticeship program in an effort to identify any type of underutilization. If underutilization exists, corrective action will be immediately implemented.

AFFIRMATIVE ACTION PLAN

WORKFORCE ANALYSIS

FOR RAIS CODE: _____ OCCUPATIONAL TITLE: _____

Sponsor: _____ O*NET _____

Address: _____ Phone# _____

City: _____ State: _____ Zip: _____

Type of selection method used: _____

Labor Market Area: _____

STATISTICAL AREA LABOR FORCE ANALYSIS

Total Work Force:

Women: _____ (%) of Work Force

Minority: _____ (%) of Work Force

SPONSOR'S STATISTICAL DATA

Apprentices:

Total Apprentices:

Women: _____ (%) of Apprentices

Minority: _____ (%) of Apprentices

DETERMINATION OF UTILIZATION

Minority Underutilization Yes _____ No _____

Female Underutilization Yes _____ No _____

SPONSOR'S GOALS:

The Sponsor agrees to take appropriate action with the goal of selecting _____ % Minorities and _____ % Women during the next year or hiring period.

Estimated number of New Apprentices to be hired during the next year: _____.

Sponsor's Signature

Approved by Agency

Title

Title

Date

Date

SECTION V - OFFICIAL ADOPTION

This Recruitment Program is officially adopted by the PHC:

ADMINISTRATOR

(PRINTED NAME)

(DATE)

APPENDIX D

QUALIFICATIONS AND SELECTION

PROCEDURES

Adopted by

PAUL HALL CENTER FOR MARITIME TRAINING AND EDUCATION

**AS REQUIRED UNDER TITLE 29, CODE OF FEDERAL REGULATIONS, PART 30
AMENDED MAY 12, 1978**

**DEVELOPED IN COOPERATION WITH THE
OFFICE OF APPRENTICESHIP TRAINING, EMPLOYER AND LABOR SERVICES
U. S. DEPARTMENT OF LABOR**

APPROVED BY: _____
ANTHONY SWOOPE, ADMINISTRATOR
OFFICE OF APPRENTICESHIP TRAINING,
EMPLOYER AND LABOR SERVICES

DATE APPROVED: _____

The approval of this selection procedure is not a determination that, when implemented, the selection procedure meets the requirements of the Uniform Guidelines on Employee Selection Procedures (41 CFR Part 60-3) or Title 29 CFR Part 30

SECTION I - MINIMUM QUALIFICATIONS 29.5(b)(10)

Applicants accepted and registered as apprentices must meet the following minimum qualifications:

- A. **Age:** Shall be age 18; age 17 with parental consent.
- B. **Physical:** Shall be able to comply with the physical fitness standards of the Seafarers Health and Benefits Plan, be free of drug and alcohol issues and be able to pass a drug screen.
- C. **Education:** A high school diploma or GED equivalency is recommended. If an applicant does not have a high school diploma or GED, the ability of that applicant to benefit from the program will be determined by scores earned on a standardized test.
- D. **Merchant Mariners Documents:** Be able to meet all U.S. Coast Guard established criteria for the issuance of a merchant mariner's document and be free of convictions by any court for violations of the law that would disqualify an applicant from obtaining merchant mariners documents from the U.S. Coast Guard.

SECTION II - APPLICATION PROCEDURES 30.4(c)(1)

- A. Based on the Maritime Industry needs and conditions, applicants shall be accepted throughout the year. Applications for the Unlicensed Apprentice Program may be obtained by writing to PHC or from any of the 22 Seafarers International Union hiring halls throughout the country. All persons requesting an application shall have one made available upon signing the applicant log.
- B. All applications shall be identical in form and requirements. The application form shall be numbered in sequence corresponding with the number appearing on the applicant log so each hiring hall can account for all applications issued to applicants. Applications shall contain a section wherein the applicant self identifies his/her race, ethnicity and sex. In addition, the Manpower Coordinator or designee(s) shall maintain a composite log that also tracks all applicants' progress by date and final disposition.
- C. Before completing the application, each applicant will be allowed to review the Apprenticeship Standards and will be provided information about the program. If the applicant has any additional questions on the qualifications or needs additional information to complete the application, it will be provided by the Manpower Coordinator or designee(s).
- D. Receipt of the properly completed application form, along with required supporting documents, if applicable, shall constitute the completed application.
- E. Completed applications will be checked for minimum qualification. Applicants deficient in one or more qualifications or requirements or making false statements on their application will be notified in writing of their disqualification. Applicants will also be notified of the appeals right available to them. No further processing of the application will be taken.

SECTION III - SELECTION PROCEDURES 30.5(b)

- A. All applicants who have met the minimum qualifications and have submitted the required documents will be accepted based on availability of places in the training program.
- B. Selected applicants, once notified of their acceptance, must respond to the notice of selection within forty-eight (48) hours of notice. If applicants cannot be reached by telephone, their names will be passed and a notice sent to their address by "Certified Mail-Return Receipt Requested" to determine if the applicants are still interested. If no response is received in fifteen (15) working days from the written notice, the applicant's name will be removed from the list. Only one certified notice will be mailed.
- C. Youth who complete a Job Corps training program in any occupation covered in the Apprenticeship Standards, who meet the minimum qualification of the apprenticeship program, may be admitted directly into the program subject to availability.
- D. Military veterans who have qualifying sea time (as defined by U.S. Coast Guard requirements) in a deck rating as required by the U.S. Coast Guard to sit for the able bodied (AB) seaman's endorsement may take advantage of PHC's Veterans' Program. Military veterans must have a DD Form 214 and a Page Five (history of assignments) with an honorable discharge to apply. Applicants must complete a 10-week AB course if applying for a position in the deck department. The Apprentice Review Board shall evaluate an applicant's military training so as to grant appropriate credit on the term of apprenticeship and the appropriate wage rate. The Apprentice Review Board will also determine individual training requirements for military veterans to ensure the necessary training for completion of the apprenticeship program. Entry of military veterans shall be done without regard to race, color, religion, national origin, or sex.

SECTION IV - MAINTENANCE OF RECORDS 30.8(a)

The admissions office at the Paul Hall Center will keep adequate records including a summary of the qualifications of each applicant, the basis for evaluation and for selection or rejection of each applicant, the original application for each applicant, information relative to the operation of the apprenticeship program, including but not limited to job assignment, promotion, demotion, layoff, or termination, rates of pay or other forms of compensation or conditions of work, hours including hours of work and, separately, hours of training provided, and any other records pertinent to a determination of compliance with these regulations, as may be required by the U.S. Department of Labor or Registration Agency. Records shall be maintained for 5 years from the last date of action and made available upon request to the Department of Labor or other authorized representative.

SECTION V - OFFICIAL ADOPTION OF SELECTION PROCEDURES

The foregoing Selection Procedures are hereby officially adopted by the PHC:

SIGNATURE OF ADMINISTRATOR

(PRINTED NAME)

(DATE)